

Pre-Employment Transition Services: Documentation of Completion for Youth Known to be Seeking Subminimum Wage Employment

DR 397D (NEW 01/17)

Page 1 of 2

Last Name	First Name	Middle Initial
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Mailing Address

Birthdate (mm/dd/yyyy)	Email Address
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Parent/Guardian Name (If Applicable)

Who provided the Pre-Employment Transition Services to the youth?

Entity Providing Services		Street Address
Zip Code	Phone Number	Email

What Pre-Employment Transition Services did the youth receive? (Check all that apply)

- Job Exploration Counseling
 Work-based Learning Experiences
 Counseling on Post-secondary Opportunities
 Workplace Readiness Training
 Self-advocacy Training

When was/were the service(s) completed (date of last service)?

Date: _____

Department of Rehabilitation (DOR) personnel documenting completion of required services or activity:

Name and Title (print): _____

Signature: _____ Date: _____

Phone Number: _____ Email Address: _____

Name and title of DOR personnel transmitting documentation to the youth:

Signature: _____ Date: _____

Method: Hand-delivered Faxed Mailed Emailed Other: _____

Pre-Employment Transition Services: Verification

DR 397D (NEW 01/17)

Page 2 of 2

For more information on the requirements for pre-employment transition services and subminimum wage limitations for youth refer to 34 CFR 361.48(a)(4) and 34 CFR 397.10 through 397.30.

FORM COMPLETION INSTRUCTIONS

The information provided on this form documents the completion of the required pre-employment transition services. (29 U.S.C. § 794g, 34 C.F.R. § 397.10(a)(2).)

The DOR must transmit the documentation to the youth 24 years of age or younger as soon as possible after the completion of the required activity or service, but no later than **45 calendar days** after the determination or completion of the required service.

NOTICE TO INDIVIDUAL RECEIVING INFORMATION

An individual has the right to inspect information maintained by the DOR about the individual, unless otherwise prohibited or conditioned by law or regulation. For assistance accessing such information, contact the DOR staff listed on the form. The DOR's Privacy Policy is online at www.dor.ca.gov.